

URBAN FORESTRY MANAGER

Recruitment #1412-4833-001

List Type Original
Requesting Department DPW-OPS-FORESTRY
Open Date 1/15/2015 11:59:00 PM
Filing Deadline 2/6/2015 11:59:00 PM
HR Analyst Jeff Harvey

PURPOSE

Under the direction of the Urban Forestry District Manager, an Urban Forestry Manager plans and manages the work activities of a Forestry District in order to meet the goals of the Department of Public Works (DPW)-Forestry Division. Arboriculture activities include the planting and maintenance of the City of Milwaukee's urban forest of 200,000 street trees. Landscape activities include the planting and maintenance of 120 miles of landscaped and irrigated boulevard medians and green spaces. The person in this position also manages district snow and ice control operations (on a rotating basis) and emergency response to wind and ice storms as well as construction damage to City trees. The Urban Forestry Manager assumes the duties of the Urban Forestry District Manager in his or her absence.

ESSENTIAL FUNCTIONS

- Plans, organizes, and coordinates staff and equipment needed to conduct year-round tree and landscape operations.
- Supervises field crews, including urban forestry technicians, crew leaders, specialists, municipal equipment operators, and regular and seasonal laborers; monitors work quality, productivity, and adherence to work rules and safe work procedures.
- Coordinates on-going training at work sites.
- Assists in developing, analyzing, and evaluating operations and programs.
- Prepares work estimates.
- Investigates, resolves, and follows up on complex service requests from citizens and alderpersons.
- Prepares daily and biweekly work progress, safety, pesticide, training, and accident reports.
- Manages 24 hour snow and ice control operations and field crew responses to weather-related emergencies such as wind and ice storms and damage to trees caused by construction and other factors.
- Assumes authority, responsibility, and duties of the Urban Forestry District Manager in his or her absence.
- Administers tree and landscape maintenance contracts.
- Updates and maintains computerized street tree inventory and work records and generates listings and user-defined reports to efficiently manage district arboricultural operations.
- Assists in the development, coordination and implementation of workforce development training and work experience programs.

CONDITIONS OF EMPLOYMENT

Urban Forestry Managers are subject to emergency call-out 24 hours a day, 7 days a week.

MINIMUM REQUIREMENTS

1. Associate's Degree in arboriculture, horticulture, urban forestry, biology, environmental science, or a closely related field from an accredited college or university.
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
2. Five years of experience in urban forestry, horticulture, or arboriculture performing duties related to this position, including three years of supervisory or lead worker experience at or above the level of crew leader.
 - *Equivalent combinations of training and experience may also be considered.*
3. Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) Pesticide Applicator Certification Commercial Category 3.0-Turf & Landscape certification within six months of employment.
4. International Society of Arboriculture (ISA) Certified Arborist certification within six months of appointment.
5. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Bachelor's Degree in arboriculture, horticulture, urban forestry, biology, environmental science, or a closely related field from an accredited college or university.
- ISA Tree Risk Assessment Qualification.
- ISA Municipal Specialist Certification.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the modern principles and practices of arboriculture and landscape management. Knowledge of tree anatomy and physiology.
- Knowledge of and ability to identify common tree and landscape plant species as well as signs and symptoms of insects and diseases.
- Knowledge of governmental regulations and governing industry standards for arboricultural and landscape work, including pesticide regulations.
- Knowledge of the terminology, tools, equipment, materials, and methods used in arboriculture, including tree climbing and rigging systems, tree planting, pruning, structural support systems, and tree and stump removal.
- Knowledge of the methods, tools, equipment, and materials used in horticulture, landscaping, and grounds maintenance.
- Knowledge of and ability to use computer applications, including Microsoft Office, street tree inventory and management software, and geographic information systems (GIS) forestry applications.
- Knowledge of mathematics and ability to perform accurate calculations.
- Oral communication skills.
- Written communication skills.
- Interpersonal skills; ability to establish and maintain effective working relationships with senior staff, direct reports, elected officials, other agencies, and the public.
- Customer service skills; ability to respond promptly to service requests.

Urban Forestry Manager

- Ability to train employees in the use of specialized industry software and hardware.
- Ability to effectively supervise, discipline, evaluate, motivate, train, and coach field crews performing urban forestry activities.
- Ability to analyze and solve complex problems and issues and exercise sound judgment.
- Ability to plan, organize, and coordinate work, staff, and resources and to meet deadlines.
- Ability to effectively manage activities and remain calm during emergency operations.
- Ability to withstand a wide range of weather conditions.
- Ability to lift and move equipment and materials weighing up to 50 lbs.

CURRENT SALARY

SALARY (PR1DX): The current starting salary is \$54,865 annually for City of Milwaukee residents. The non-resident starting salary is \$53,519. (*Appointment above the minimum is possible.*)

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after [February 6, 2015](#). Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.